cASM
Contingency Acquisition Support Model

Login & Registration

7018 CLAUSE

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1 Overview

The Contingency Acquisition Support Model, also known as cASM, is an easy to use web based tool, used to plan, generate, track and report Requirements Packages (RP).

cASM exchanges Package information using Purchase Request Data Standard (PRDS) through the Defense Logistics Agency (DLA) Transaction Services, (e.g., contract writing tools, Standard Procurement System (SPS)).

2 System Requirements
- Adobe® Flash® Player 11
- CAC Reader
- JAVA™ Runtime Environment (JRE) version 6
- Microsoft® Word/Excel 2007 or Microsoft® Word/Excel 2010
- Windows® Internet Explorer 9 or Internet Explorer 10
- Minimum Resolution: 1024x768
- Recommended Resolution: 1280x768

3 Login and Registration

3.1 New Users

To obtain access to cASM you must complete a DD 2875. All new users must have a User Name, Password, and a Common Access Card (CAC) (see Appendix A).

Once the user account is created, a user will receive two separate emails. One email will contain the user's User Name; the other email will contain the user's Password.

Once you have received a User Name and Password, start the cASM program by selecting the link provided in the emails or www.TQSApps.com.

Read and select **I Agree on the Consent Agreement** (see **Figure 1**).

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- » The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- » At any time, the USG may inspect and seize data stored on this IS.
- » Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- » This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- » Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

I Agree »

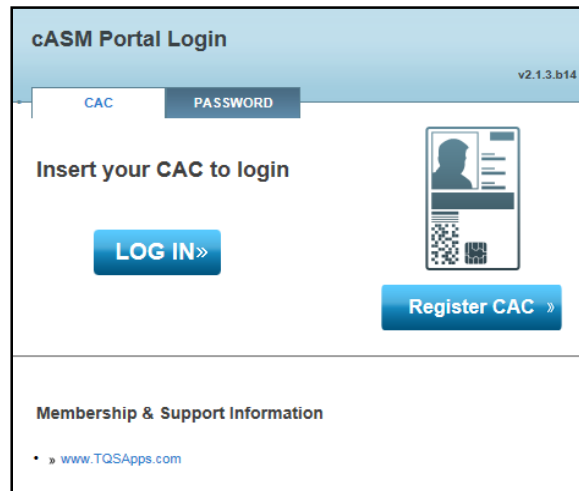**Figure 1: Consent Agreement**

3.2 CAC Registration

To associate your CAC with your cASM User Name and Password, select **Register CAC**, select **Personal ID Certificate** (non-email cert), enter **CAC PIN**, **User Name** and **Password**, select **Register,** then **Login.**

3.2.1 Login

User Name and Password or CAC may be used to access cASM (see **Figure 2**).

Figure 2: CAC Login

Note: Approvals of Requirements Package(s) require login with a CAC.

4 Portal

The Portal displays user login information and provides access to cASM Modules. Select the user's name (see **Figure 3**) to access the various cASM Modules or to Log Out of cASM.

Figure 3: Portal

5 Dashboard

The Dashboard gives a user access to cASM Modules, Quick Translations of Internal Pages (QTIPs), Quick Links, and User Settings (see **Figure 4**).

Figure 4: Dashboard

5.1 Modules

The Modules list allows access to the Planning, Requirements and Reports Modules (see **Figure 4**).

Note: A user may not have access to all Modules. For access to additional Modules, contact the local Super User.

5.1.1 Quick Translations of Internal Pages (QTIPs)

QTIPs give a user access to commonly used information such as Quick Links and Support Requests (see **Figure 4**).

5.1.2 Quick Links

Quick Links gives a user access to useful links for commonly accessed websites (see **Figure 4**).

5.2 User Settings

User Settings allows a user to manage their account (see **Figure 5**).

Figure 5: User Settings

5.2.1 Profile

Profile allows a user to view/edit their profile information. To edit profile information select **Edit Profile** (see **Figure 6**).

Figure 6: User Profile

Note: All information may be updated with the exception of the User Name.

5.2.1.1 Change Password

The following are the requirements for a user-generated password (see **Figure 7**).

1. Password must be at least fifteen-characters and no longer than 30 characters.
2. Password must contain the following:
   a. At least two (2) UPPER case letters
   b. At least two (2) lower case letters
   c. At least two (2) numbers
   d. At least two (2) special characters

Figure 7: Change Password

![note icon]**Note:** It is recommended that a user change their password upon initial login.

5.2.2 Emails

Emails displays all system generated emails for the user and allows the user to view and resend system generated emails.

Figure 8: Emails

5.2.2.1 View Emails

View Emails allows a user to display system generated emails and to resend an email message. To view an email, select **View Email** from the controls column (see **Figure 8**). To resend a message, select **Resend Email** (see **Figure 9)**.

![note icon]**Note:** The column headings can be used to filter the information displayed.

Figure 9: View Emails

5.2.2.2 Resend Email

Resend Email allows an email to be resent. To resend an email select the **Resend Email** icon from the controls column (see **Figure 8**).

5.2.3 Member Data

Member Data displays the assigned Groups and Staffing Structures with which the user is associated (see **Figure 10**).

Figure 10: Member Data

Note: A Staffing Structure is a collection of users and cost thresholds that identifies the workflow process for a Requirements Package (RP).

5.2.4 Preferences

Preferences allows a user to control which email notifications they will receive from each Module (i.e., Planning, Requirements). To disable an email notification, uncheck the checkbox (see **Figure 11**).

| Dashboard | User Settings | | | |

| Profile | Emails | Member Data | Preferences |

Email Preferences

☑ All	Module	Location	Description
☑	Planning	Components - Approvals	Notify the User the Component has been Approved
☑	Planning	Components - Approvals	Notify the User the Component has been Rejected
☑	Planning	Components - Approvals	Notify the User the Component has been Reviewed
☑	Planning	Components - Approvals	Notify the User the Component has been Unapproved
☑	Planning	Components - Approvals	Notify the User the Component has Completed Review
☑	Planning	Components - Approvals	Notify the User the Component is Under Review
☑	Planning	Plan - Approvals	Notify the User the Plan has been Approved
☑	Planning	Plan - Approvals	Notify the User the Plan has been Rejected
☑	Planning	Plan - Approvals	Notify the User the Plan has been Reviewed
☑	Planning	Plan - Approvals	Notify the User the Plan has been Unapproved
☑	Planning	Plan - Approvals	Notify the User the Plan has Completed Review
☑	Planning	Plan - Approvals	Notify the User the Plan is Under Review
☑	Requirements	Workflow	Notify the User the Package has been Approved
☑	Requirements	Workflow	Notify the User the Package has been Rejected
☑	Requirements	Workflow	Notify the User the Package is In Work
☑	Requirements	Workflow	Notify the User the Package is on Hold and In Work for another User
☑	Requirements	Workflow	Notify the User they have been added to the Package
☑	Requirements	Workflow	Notify the User they have been removed from the Package

Figure 11: Email Preferences

Appendix A – cASM DD Form 2875 Process
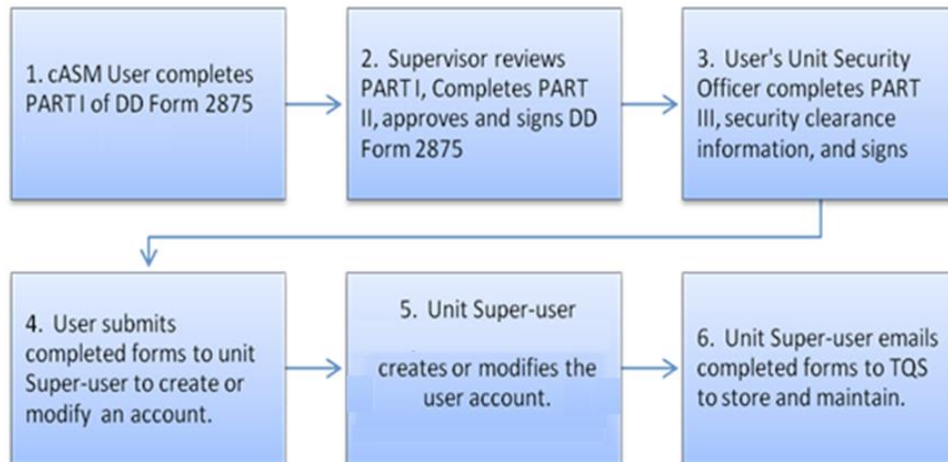
Instructions

Step 1: cASM user completes DD Form 2875 PART I requesting a new account or modification to an existing account, signs and sends to the user's supervisor.

Step 2: cASM user's supervisor completes DD Form 2875 PART II, signs and sends it to the unit Security Officer.

> **Block 13** Put one or more of the following statements in Block 13:
> > **Personal Info (Required)**
> > > Justification for cASM Access
> > > User DODACC
> > > Unit
> > > Unit Identification Code (UIC)
> > > Branch of Service
> **Block 27** Select one or more of the following statements in Block 27:
> > **Access to the following Modules:**
> > > Planning
> > > Requirements
> > > Reports
> >
> > **Access to Staffing Structure:**
> > > (Name of Staffing Structure insert here)
> >
> > **Access to COCOM:**
> > > (Name of COCOM insert here)

cASM Role: (select only one Role)
          Requirements Generator
          Resource Manager
          Contracting Officer
          Agency Approver

Step 3: cASM user's security officer completes PART III, signs, and returns the forms to the user.

Step 4: cASM user provides the completed and signed forms to the unit's cASM Super-user.

Step 5: The Super-user emails the completed form to TQS at TSC@TQSINC.com who will forward the request to the cASM PMO for collection and storage of the approved 2875.

Appendix B – 508 Keyboard Functions

This document describes the keyboard functions that navigate throughout Requirements. The basic keys are described below.

- **Spacebar** or **Enter** key will activate item in focus.

- **Tab** key navigates through the application and highlights in **BLUE** when it has focus.

- The **up**, **down**, **left** and **right** arrow keys navigate through items to set focus.

- **Ctrl Down Arrow –** Open any drop-down list unless stated otherwise.

- **Page Up** / **Page Down**– Switches months inside a date picker i.e. RDD date etc.

- **Delete**– Delete Icons

Appendix C – Acronyms

Term	Definition
CAC	Common Access Card
cASM	Contingency Acquisition Support Model
DLA	Defense Logistics Agency
DODAAC	Defense Department Activity Address Code
ID	Identification or Identifier
JCXS	Joint Contingency & Expeditionary Services
JRE	JAVA Runtime Environment
PIN	Personal Identification Number
PRDS	Purchase Request Data Standard
RP	Requirements Package
QTIPs	Quick Translations of Internal Pages
SBIR	Small Business Innovation Research
SPS	Standard Procurement System
TSC	Technical Support Center
TQS	Total Quality Systems, Inc.
UIC	Unit Identification Code